



Service Agreement for services to be provided by Image Office Services (**Service**) for undersigned (**Subscriber**).

Acct #: _____

Business Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Phone Number(s): _____

Federal ID #: _____ (or) Social Security #: _____

Agent Plan

Number of Agents: _____ Per Agent Rate: \$25.00

Office Plan

Base Rate: \$25.00

Number of Agents (minimum 4): _____ Per Agent Rate: \$25.00

Two Free Listings Per Agent

Listings (After Start-up): Rates apply to both Agent and Office Plans. Listings will be billed according to the type of listing they are at the time they are placed. You are not required to choose one method of listing type for all properties. However, if your listing status changes, based on the following criteria, Image Showing Services reserves the right to adjust listing rates up to the corresponding rate for services provided. Once a property is listed, the listing rate will not be reduced.

✦ Properties Vacant or Occupied;
Without Seller Notification**/Authorization;
And Realtor Lock Box***
\$15.00 per new listing for up to six months

✦ Properties Vacant or Occupied;
With or Without Seller Notification** but No Seller Authorization;
With or Without Realtor Lock Box***
\$20.00 per new listing for up to six months

✦ Properties Vacant or Occupied;
With Seller Notification** and Authorization (Voice Contact or Email Authorization);
With or Without Realtor Lock Box***
\$25.00 per new listing for up to six months

Initial Setup (At Start-up): Applies to both Plans.

\$25.00 Account Set-up Fee per 100 Listings

\$12.50 Per Agent (First Month)

\$10.00 Per Listing (All Listing Types)

Other: _____

TERMS & CONDITIONS

1. Services are provided on a monthly basis, and will continue automatically from month-to-month unless canceled in writing by Subscriber with thirty (30) day notice or terminated by Service for cause.
2. You are not required to list all of your properties with the Service. All agents in your office are not required to use the service.
3. If a property listed with the Service is co-listed or listed by an agent that is not on service, that agent will automatically be added to billing effective the date the property was listed with the Service.
4. Subscriber agrees to pay in advance, one month base rate and associated charges plus a deposit equal to a minimum of one month's base rate based on Subscriber's expected volume and credit evaluation. Deposit will be applied to the last month of service. Deposit and first month's base rate must be paid within five (5) business days from the first day of service.
5. Monthly invoices are due to be paid by the 15th of each month. Accounts not paid within 7 days of the due date are subject to a monthly recurring five dollar (\$5.00) handling fee until paid and account is brought current. Any past due balance of thirty (30) days will result in disconnection of service on the 26th of that month unless payment has been received.
6. Subscriber agrees to pay for all charges arising from collect calls accepted for Subscriber and for all charges incurred by Service, on Subscriber's behalf, in the course of delivering services to Subscriber.
7. Service reserves the right to change, alter or modify its services and/or charges for services and Subscriber's rates at any time without prior notification. Changes will be communicated to each client, if and when they occur.
8. In the event Subscriber's account becomes past due and is referred to an outside collection agency or attorney, Subscriber will be responsible for all collection costs (up to 33% of the balance due) incurred for the collection of past due balances, along with reasonable attorney fees and court costs incurred by Image Office Services. A monthly recurring five-dollar (\$5.00) handling fee will be applied to Subscriber's account until the account is paid in full.
9. Returned checks are subject to a twenty dollar (\$20.00) returned check fee.
10. Service agrees to use its best efforts in handling Subscriber's calls in a courteous and accurate manner, according to Subscriber's instructions. Subscriber agrees to hold Service harmless from any and all claims and liability arising from errors or omissions by Service or for any loss, injury, or damage to property or persons sought to be protected by the Service, or any alarm systems connected therewith, claimed by anyone, including Subscriber's insurer, to have resulted from the Service's negligence, misconduct, errors, or omissions.
11. Service agrees that all Subscriber's information are to be kept Confidential, except to cooperate with law enforcement agencies in disclosing necessary information.
12. Service will abide by all applicable Minnesota and Federal Statutes.

Signature: _____

Date: _____

Title: _____